



MANAGEMENT REPORT (BI-MONTHLY)

To: Honorable Mayor and City Council Members

From: Warren Hutmacher, City Manager

Date: January 25, 2016

Subject: Bi-monthly City Manager report to Elected Officials – January 2016

I am pleased to share with you a monthly status report of various items of interest regarding city business. This is the initial report for 2016. I intend to formally present on a bi-monthly basis at a City Council work session. The information will be placed on the web site following verbal presentation.

Personnel items of interest

- **Finance Director Search**
 - Profile developed for formulation of job description and job advertisement.
 - Advertisements placed the week of January 18th.
 - Recruitment focused on both public and private sector CFO level candidates.
 - Expected recruitment conclusion - March 2016
- **Public Safety Hiring**
 - **Police**
 - 8 vacancies as of 12/31/15
 - Five filled, three vacant as of 1/25/16
 - Recent Promotions: None
 - **Fire**
 - Six vacancies as of 12/31/15
 - Two filled, four vacant as of 1/25/16
 - Recent Promotions: Sergeant and Fire Apparatus Operator

Public Works and Parks Initiatives

- **Resurfacing**

- 2015 Resurfacing complete
- 2016 Resurfacing – RFP released week of January 18th. Expected to be reviewed by Council in March with paving beginning April/ May (contingent on weather)
- **Bell/Boles Roundabout**
 - Construction underway, completion anticipated in April (contingent on weather). Removed old roadbed, graded site, opened to traffic in December.
- **Sargent/Crossington Roundabout**
 - Construction underway, behind schedule due to rain. Completion anticipated by end of February. Completed retaining wall (to reface later in project), and opened to traffic in December.
- **Autrey Mill Nature Preserve – Building repairs (Summerour House and Visitors Center)**
 - Construction underway, on schedule.
- **Ocee Playground Replacement**
 - Originally priced under State Contract; staff bid project on open market. Bids received in December, on Council work session agenda 1/25/16 for discussion. Award anticipated in February, 2016. Completion date dependent on delivery of playground equipment.
- **Amphitheater Restroom Construction**
 - Construction underway will be completed by the end of March.
- **Sidewalk Plan**
 - Council has approved the sidewalk planning scoring matrix and has affirmed the future sidewalk network map.
 - Staff is in the process of assigning scores on each sidewalk segment according to the approved sidewalk scoring matrix. After estimating construction costs, a finalized prioritized list of sidewalk projects with cost estimates to be used to update the 10 year financial model and create a budget request for FY 2016.
- **Transportation Special Local Option Sales Tax (T- SPLOST)**
 - Meetings are ongoing between all the cities in Fulton County and Fulton County regarding participation in HB 170 (Local T- SPLOST financing).
 - General consensus for a November 2016 referendum; Sales tax proceeds split over a 5 year period by population; discussion leaning toward \$.75 additional sales tax for transportation funding.

- Participation in North Fulton T-SPLOST study to assist with regional project prioritization and compilation for transparency considered at the 1/25 Council meeting.
- Projects from Johns Creek would be reviewed by City Council in March and the study and report would be completed by April 2016.
- Intergovernmental Agreement consideration in Spring/Summer 2016.
- **Park Purchase Status**
 - Cauley Creek Park Purchase
 - Due diligence nearing completion; preparation of settlement statement and closing documents underway.
 - Analysis of condition of Cauley Creek Water Reclamation Facility and preparation of maintenance plan underway by specialized consultant. Completion anticipated February 2016
 - Financing – All cash at closing with a donation of \$1,500,000 from the Trust for Public Land (contingent on Council consideration of Professional Services Agreement on 01/25/16 Consent Agenda)
 - Post – closing: Public input will be solicited for the formulation of a program and design plan for the park.
 - Technology Park Linear Park Purchase
 - Closing will occur on 1/26/16
 - Financing – All cash at closing
 - Post – closing: Public input will be solicited for the formulation of a design plan for the park.
- **Barnwell Road Corridor Project**
 - Consultant hired to assist with design concepts and alternatives analysis.
 - Public participation plan and public meetings to be scheduled Spring 2016.

Operations Initiatives

- **Contract Services**
 - CH2M (Public Works, Parks and Community Development services) and Safebuilt (Plan Review and Building Inspection) contracts expire September 30, 2016 with a one year extension to September 30, 2016 unless the City provides notice to terminate by May 2016.
 - Discussion of extension/rebid of contracts on 1/25 Council work session
- **Last Mile Fiber Connectivity**

- Construction of fiber connections to complete the City's IT network. Project bids received (\$34,000), low bid contract prepared for City Manager signature. Installation in February 2016. This project will eliminate an ongoing annual fiber lease fee of \$84,000. Increases bandwidth 10x from current network capacity.
- **Employee Health Insurance Update**
 - Premium decrease of 3.4% from FY 2015 and 13.4% from FY 2016 Budget estimate. Open enrollment completed December 28, 2015.
 - HMO, POS and HSA employee contribution rates increased as the City moved to an 80/20 split of premium costs.
 - HSA incentives increased from \$500(employee only)/\$750 (includes dependent care) deductible contribution match per employee to \$1,000 per employee. Sick leave sell back pilot program implemented. Cost to City for sick leave sell back was \$28,534 (as of 1/22/2016). HSA participation rate up from 15 participants to 33 participants. City annual cost savings related to employees moving health plans (including HMO to POS, HMO to HDHP, and other shifts) is \$134,534 (as of 1/25/2016). This is a projected net savings of \$106,000 (contingent upon employee changes to Health coverage for life events or additional sick leave sellback) through 12/31/2016.

Council Level Initiatives

- **Economic Development Strategy**
 - Council initially discussed the draft Economic Development Strategy on October 12th and held a one item work session to discuss the draft on January 6th. Further discussion is on the agenda for the 1/25 work session.
- **Parks and Recreation Strategy**
 - Council initially discussed the draft Parks and Recreation Strategy on October 12th and is scheduled to hold a one item work session to review the draft on January 28th at 6PM.
- **Council Retreat**
 - Council has a two day/all day facilitated retreat scheduled for February 27th and 28th to develop vision and mission statements, define roles and responsibilities and begin to map out a strategy, goals and measurable objectives for the City of Johns Creek.
 - Facilitator has been hired and the agenda for the meeting is under development and will be distributed to the Council for input the week of January 25, 2016.

- Facilitator will be contacting staff and elected officials to begin Strengths, Weaknesses, Opportunities and Threats (SWOT) assessments and gather preliminary feedback to prepare for the retreat.
- A final report will be issued shortly after the retreat and key staff will follow up the Council retreat with a one day staff retreat to set implementation plans in motion.
- **City Charter Review**
 - Council discussed a process for proposing and recommending any changes to the City Charter (both Legislative and Home Rule). Council declined to form a Citizens Committee for this purpose at its December 14th, 2016 Council meeting.
 - Staff is in the process of compiling a list of City Charter changes proposed by the Citizens Charter Committee a few years back as well as proposals developed by elected officials since that time until present day. This report should be distributed to Council by January 29th, 2016.
- **New Council Member Orientation**
 - Staff held an initial orientation session for newly elected officials (Councilwoman Endres, Councilman Coughlin and Councilman Lin) on December 7, 2016 and is in the process of scheduling a series of additional evening orientation sessions for Councilwoman Endres and Councilman Lin as their schedules permit.
 - Mandatory Newly elected officials training through the University Of Georgia Carl Vinson Institute of Government will take place on February 25th/26th in Athens, GA.
- **Policy Review Process**
 - Staff has delivered memorandums and policy revision recommendations for the following policies in accordance with Council direction for review:
 - Capital Asset Policy
 - Debt Management Policy
 - Cash and Investment Policy
 - Budgetary Policy
 - Sidewalk Policy
 - Purchasing Card Policy
 - Travel and Meal Expenditure Policy
 - Holiday Schedule
 - Vacation Leave
 - Sick Leave
 - Take Home Vehicle Program

- Housing Stipend
- **Master Calendar and Contract Review Schedule**
 - Staff submitted to Council as per their request a draft master calendar and draft contract and agreement schedule on January 11, 2016. No action is necessary.

Community Issues

- **Thornhill Community Traffic Management**
 - Citizens have brought concerns regarding speeding, stop sign disobedience and cut through traffic in the Thornhill community to the attention of staff and elected officials. These problems have been exasperated by the continued widening project on Old Alabama Rd. between Medlock Bridge Road (SR 141) and Buice Road.
 - Thornhill HOA representatives have requested the City allow for an access gate to be constructed at one of the entrance/exits to the subdivision to restrict access for the residents of the subdivision to eliminate cut through traffic by non-residents of the subdivision. Staff has advised the HOA that upon advice of legal counsel a gate cannot be constructed or operated that would give preference to residents of the subdivision over non-residents.
 - Staff has met with Thornhill HOA representative and has suggested alternatives to the gate proposal including a gate that restricts access on one end of the subdivision during peak travel times for all motorists. Staff has also suggested various traffic methods such as chicanes, splitter islands, mini roundabouts, bump outs and road narrowing. Additionally, the JCPD have increased enforcement efforts to deter dangerous driver behavior.
 - At this time, the HOA is discussing its preferences and staff is ready to meet again at their request to further discuss alternatives to help alleviate cut through traffic, stop sign disobedience and speeding.
- **Doublegate and Long Indian Creek Subdivision Traffic Management Concerns**
 - Staff has met with citizens from both Doublegate and Long Indian Creek Subdivision to discuss concerns they have with speeding, stop sign disobedience, illegal passing of school buses, pedestrian safety and cut through traffic.
 - Staff is working on individualized solutions for each neighborhood to be responsive to their concerns at this time.

Financial Related Initiatives

- **Snapshot of Financial Condition**

- **10 Year Financial Model**
 - Staff is working on revising the financial model to account for recent developments regarding land purchases and policy decisions of Council related to Health and Property Casualty insurance.
 - Staff is producing a Revenue Assumptions document to present to Council in February 2016 that will identify and explain each line item of revenue and present recommendations for determining 10 year assumptions related to growth/decline or stagnancy of the revenue source through determination of reliable indices or external forecasting sources.
- **ERP Implementation: One Solution**
 - Staff has implemented the conversion of the financial management module of the One Solution ERP the City purchased several years ago. The conversion has been an overall success with several bugs and new procedures to be resolved. The solutions to the glitches in the system have prevented staff from producing a December 2015 financial report. Work with the software vendor is ongoing and staff will produce December and January financial reports (with an appropriate executive summary) in February 2016.

Community Development Initiatives

- **Comprehensive Plan Update**
 - The RFP for consultant services to aid in the update to the City's Comprehensive Land Use Plan has been completed and is ready for advertisement. Staff will bring this item forward for approval by Council in April 2016. Work will begin immediately thereafter on the update to the plan. Significant public input is the key element to developing the plan. After initial background work is completed, public input will begin this Fall to maximize public involvement.
- **Zoning/Development Update**
 - Staff has compiled a monthly update to Council regarding current and new applications for rezoning and variances.

Public Safety Initiatives

- **Fire and Emergency Services Service Delivery Alternatives Analysis**
 - Staff has completed the RFP for a study to analyze fire and emergency medical service delivery and make recommendations for any necessary changes to the current service delivery methodology. The due date for the RFP is February 23rd. The cost of the study will be under the City Managers spending authority and the contract for this service will be signed in March 2016 with work also beginning in March 2016. The final report should be provided to Council late Summer 2016.

- **Public Safety Radio Tower**
 - Fulton County completed the transition from an antiquated radio system to the new system on December 15, 2015. The 195-foot tower (which sits just inside Forsyth County on the north side of McGinnis Ferry Road) eliminates gaps in coverage and allows emergency personnel to communicate while in buildings in northeast Johns Creek. The uninterrupted coverage provides better protection for public safety officials and residents in the Shakerag community.

Upcoming New Agenda Items

- Contract Services – dependent on direction of City Council (1/25/16) meeting.
- Appointments for Planning Commission and Zoning Board of Appeals (total of 6 expired terms)
- Barnwell Corridor Concept & Improvements Discussion
 - Council level briefing and discussion prior to public input process
- Utility Location Contract (811 services)
- Jones Bridge from Douglas to McGinnis – Engineering Contract and Funding
- SR141 at State Bridge Intersection Improvement – Engineering Fee & GDOT Agreement
- Amphitheater Rental Program (pilot program expired)
- Park Maintenance - Contract Amendment re: adding Technology Park - Linear Park
- Community Development Fee Schedule (considering transition to ICC table for valuation instead of flat fee)
- Business and Occupational Tax Fee Schedule
- Update on Pay and Benefit Discussion – City employees
- RETREAT: 02/27 and 02/28